

Comundo places and accompanies co-workers on assignments in Africa and Latin America and is the leading Swiss organisation for personnel development cooperation. The cooperation with local partner organisations contributes to the sustainable improvement of the living conditions of children, young people and older people. We offer you the chance to share your knowledge and set a unique milestone in your biography!

Business Administration/HR/Finance

Country, Place:	Nkurenkuru, Kavango West, Namibia
Partner Organisation:	Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Duration:	2 – 3 years
Start of Assignment:	according to agreement

The Directorate of Education, Innovation, Youth, Sports, Arts and Culture in Kavango West is a regional office of the Ministry of Education in Namibia. Its mission is to ensure inclusive, equitable, and quality education for all learners in the region. With approx. 47,500 learners and 2,000 teachers in 178 schools, the Directorate plays a crucial role in shaping education in a region with one of the lowest average household incomes in Namibia. To strengthen its management and support services, we are looking for a committed professional to join as a Management Advisor.

Your activities / tasks

The Comundo Country Programme in Namibia contributes significantly to a better education for all children and youth. To achieve this goal, we collaborate with the regional Directorates of Education, for this assignment in the Kavango West Region in northern Namibia.

Among others, you will be responsible for the following tasks:

- Trainings on general business administration such as human resources, finance, project management, digitalisation, internal communication, and leadership
- Support the creation, improvement, and implementation of suitable processes in the public administration
- Improvement of periodic reports and monitoring tools for better controlling
- Plan, organise and conduct trainings where suitable
- Contribute to improved efficiency and service quality in administration (timely salary payments, financial inspections, recruitment, reporting).

Your profile

- Degree in business administration or equivalent
- Work experience in human resources and/or financial administration and management
- Experience in training of trainers, workshop facilitation, monitoring, and evaluation
- Excellent computer literacy
- Good interpersonal and communication skills
- Very good knowledge of written and oral English

General requirements

- Completed vocational or tertiary education
- At least 2 years of professional experience
- Resident in Switzerland or Swiss citizenship
- Intercultural competencies and the ability to act in diverse contexts
- Good physical and mental health
- Basic knowledge in project management, institutional development, and adult education welcome
- Ability to work independently and in a team
- High social skills and intercultural sensitivity
- You are motivated to live a simple lifestyle

We offer

- An exciting working environment with space for initiative, participation, and intercultural contacts
- An adequate preparation
- Introduction to the country of assignment and local support
- Living and insurance costs during your assignment
- Travelling costs in both directions
- Initial financial aid after your return

Application Procedure

Before submitting a written application, we recommend that you contact Comundo and attend an information event in your region. This will provide you with more detailed information about the application procedure, the working conditions, the working culture, and benefits. You will find the respective dates as well as more information on our website: www.comundo.org

Contact

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